



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SALARY, ESSENTIAL JOB FUNCTIONS, DRIVER LICENSE REQUIREMENTS, EXAMINATION CONTENT, ELIGIBILITY INFORMATION, AND SUPERSEDES BULLETIN NO. 800 POSTED ON JANUARY 30, 2006 WITH AN ORIGINAL FILING DATE OF APRIL 26, 2005. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 819

Posting Date: February 05, 2007

JOB TITLE	<u>DETENTION SERVICES OFFICER</u>
EXAM NUMBER	F8655X
FILING DATES	April 26, 2005 until needs are met
SALARY	\$3,687.36 - \$4,334.64 MONTHLY \$3,797.82 - \$4,465.27 Effective 8/01/2007 \$3,910.18 - \$4,599.45 Effective 8/01/2008
ESSENTIAL JOB FUNCTIONS	Supervises the activities of minors who are detained in one of the three juvenile halls located in Los Angeles, Sylmar and Downey. Incumbents serve as a member of a small team responsible for the order and security of a unit of juveniles, provides situational counseling as necessary, and transports minors to medical care facilities, courts or other locations. Detention Services Officers must be able to physically restrain combative minors.
SELECTION REQUIREMENTS	<p>(1) *Completion of 60 semester or 90 quarter units from an accredited college including course work in the behavioral or social sciences such as: psychology, sociology or criminology - (2) A valid Red Cross C.P.R. and First Aid Certificate prior to appointment. (3) MUST MEET QUALIFICATIONS FOR DESIGNATION AS A PEACE OFFICER, WHICH INCLUDE BUT NOT LIMITED TO:</p> <ul style="list-style-type: none">- **NO FELONY CONVICTIONS- U.S. Citizenship- 21 years of age, at the time of filing <p>Appointees will be required to meet State-mandated CORE training requirements as defined by standards for training in Corrections.</p> <p>Physical Class: 4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.</p> <p>Licenses: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Some applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked.</p>

Probation Department: Address: 9150 Imperial Highway, Downey, CA 90242
24-Hour Job Line: (800)970-LIST; TTY Phone: (877) 988-7800

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SPECIAL
INFORMATION**

Special Requirement Information: *Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field of study with Registrar's signature and/or school seal to the application at the time of filing.

*Accredited institutions are those listed in the publications of regional, national or international accreditation agencies, which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services**.

Shift: Any Shift

Appointees will be required to work any shift including evenings, nights, weekends, and holidays.

****AN EXTENSIVE CRIMINAL RECORDS CHECK WILL BE CONDUCTED TO ENSURE NO FELONY CONVICTIONS.**

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill permanent and as-needed vacancies located in the Los Angeles County Probation Department, Detention Services Bureau.

**EXAMINATION
CONTENT**

This examination will consist of a qualifying written examination (Juvenile Corrections Officer Test) developed and validated by the State Board of Corrections and an interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%.

Candidates who meet any of the following criteria are not required to participate in the written examination:

a) Applicants who have taken the written test (Juvenile Corrections Officer) within the last twenty-four (24) months and passed will have the test scores transferred.

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer Test on the Probation website at <http://probation.co.la.ca.us> under Candidate Orientation Booklet.

RETAKE: No person may compete for this examination more than once every six (6) months (applicable to all exam components). The written test is not reviewable by candidates per Civil Service Rule 7.19.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO THE WRITTEN TEST, OR INTERVIEW. PLEASE BRING TO THE TEST AND INTERVIEW, A VALID FORM IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR WORK I.D. CARD, PASSPORT, OR MILITARY I.D. CARD)

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months, following the date of promulgation, **AND MAY NOT REAPPLY DURING THIS PERIOD.**

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

A standard Los Angeles County employment application must be submitted on business days **ONLY** between 8:00 a.m. and 5:00 p.m. This examination will remain open until the staffing needs of the Department are met and may close without advance notice. Applications must be received, either in person or by mail.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **Selection Requirements**. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, title of courses completed, dates completed and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Human Resources Office-Exam Unit
9150 East Imperial Highway
Downey, CA 90242
(562) 940-2659

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (877) 988-7800 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented

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ELIGIBILITY
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from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.